

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Public Meeting Minutes  
**Date/Time:** Thursday, July 16, 2009, 3PM  
**Place:** Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility, 1<sup>st</sup> Floor, Frank Smith Living Room

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* (arrived later in meeting) and Ethel Jarvis – *Clerk*, Greg Chanis – *County Administrator*, Ted Purdy – *S.C.H.C. Administrator*, Ann Shepherd – *S.C.H.C. Activities Director*, Ross L. Cunningham – *DOC Superintendent*, and Sharon Johnson-Callum (minute taker).

### **Agenda Item No. 1. Sullivan County Health Care Administrator's Report**

#### Agenda Item No. 1.a. Census

Mr. Purdy reviewed the following documents [Appendix A.1-9]

- ☐ June 2009 Medicare, Private, Medicaid, HCBC, Managed Care Medicare B Revenue data: exceeded in both Medicare and Medicaid, Med Part B under revenue due to high services in Medicare, ended month with a positive variance of \$37,195.
- ☐ Revenue Review thru 05/31/2009 Updated Projection 7/16/09 (includes MQIP for last qtr): Mr. Purdy noted the Private revenues was the "big winner" on the report due to stimulus funds and a change in federal reimbursement - gained \$100,000, days relating to beds in operation variance is \$656,976; when the bed tax check was received, a note was included regarding stimulus funds that could be received at a later date. Mr. Chanis noted, if the revenues arrive after the audit is complete, the revenues will be booked to FY10.

3:07 Commissioner Bennie Nelson arrived.

Commissioner Barrette noted this was "fantastic, a vast improvement" ... "impressive to grow 4 full beds per year, patient mix is what made it happen." Mr. Chanis highlighted on how close it was to the budget.

- ☐ Sullivan County Nursing Home Quarterly Resident Census: Mr. Purdy noted, year-to-date, they were just shy of budget. Commissioner Nelson feels this was as a result of the increased rate and better documentation.
- ☐ Medicare Length of State Analysis
- ☐ 6/1/2009 thru 6/30/2009 Summary Admission/Discharge List for MCD, MRA & PVT: 8 admissions / 13 discharges
- ☐ 7/1/2008 thru 6/30/09 Summary Admission Discharge List for HCB, INS, MCD, MRA and PVT: Year-to-date 162 admissions and 152 discharges.
- ☐ Month-End Aged Analysis for June 2009: total \$659,627.72. Net write offs to-date are \$386,000 vs. budgeted of \$336,000. Commissioner Barrette suggested they take another look at what is uncollectibles and figure the number for audit this year. Mr. Chanis noted \$400,000 is allowance for

uncollectibles, and, basically, they wrote that amount off last year; if amount is less this year, they will credit back difference into the financials. Mr. Purdy noted, today's census is 134 with 8 skilled and 19 private; 134 higher than same period last year, month to date 7 admissions with 10 discharges.

3:10 Kristen Senz, Union Monitor staff reporter, arrived.

Agenda Item No. 1.c.      Staffing

Mr. Purdy noted they've hired six (6) LNA's, four have terminated; hired six (6) nurses, only one (1) resigned – these were new grads from Sugar River Valley program. They are using 8-12 hr LNA's from agency per day; no positions are available; they've built up their premium per diem pool. They continue to recruit/interview for per diem.

Agenda Item No. 1.e.      Connecticut Valley Home Care (CVHC) Respite Agreement

Mr. Purdy noted Federal requirements changed to allow for respite programs at nursing homes to become eligible under Medicare, even though the facility may not have 24 RN coverage; SCHC is paid by CVHC private room rate and pay for medications applicable for respite stay; the program is intended for patients at home where family member needs a break from care giving; there are no requirements to have separate rooms.

**3:18 Motion: to allow the Sullivan County Health Care Administrator to sign the respite care agreement between Sullivan County Health Care and Connecticut Valley as written.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

Agenda Item No. 1.d.      Family Fun Day, Presentation by Ann Shepherd

Mr. Shepherd noted, as part of nursing home culture change, they've drawn the residents into more decision making; as a result, residents have noted they miss going to community fairs; therefore, she is seeking permission to bring the fair environment to the facility; would ask community organizations such as the: Kiwanis, Rotary clubs, 4-H clubs with animals / crafts and community farmer markets; SCHC Activities would host fair games with prizes; this event would provide the opportunity to draw in community to the facility to view the campus. They would like to hold the event Aug. 15<sup>th</sup>, a week before the Cornish fair. Mr. Shepherd confirmed she'd speak with Chris Shaban [owner/publisher of bi-weekly "Claremont City Post"]; Ms. Johnson-Callum suggested submitting the event to the WNTK/WNCL community calendar. Event location: lawn out front between the nursing home and jail facility. The group discussed employees parking up by the pond, while the employee parking lots could be turned into fair visitor parking spaces. Both Commissioner Barrette and Nelson noted they approve of the event. Ms. Shepherd noted she'd also advertise on CCTV.

**Agenda Item No. 2.      Department of Corrections (DOC) Superintendent's Report**

Agenda Item No. 2.b.      Staffing

Supt. Cunningham noted Officer Seymour was deployed last week to Bennington VT for 4-5 months, will then transfer to Indiana for more training, and then on to Iraq.

They anticipate Carrier deploying in December. Supt. Cunningham confirmed he would attain the home addresses to both and provide those to the Board; Barrette would like a letter to go out from the Board upon deployment, which Mr. Chanis confirmed he'd draft. Sergeant Sherry Lee is retiring at the end of the month and DOC will hold a retirement party Friday, July 31<sup>st</sup> at the jail. They are recruiting staff and working on per diem project requested at last meeting. Layoffs at state level have helped their pool of applicants. Started Speilman training for inmate management software, going well, this is last day of their 4-day training here and they will return in two weeks to train the staff.

Agenda Item No. 2.a. Census

Supt. Cunningham distributed the census report [Appendix B] 2009, July 16<sup>th</sup> total census is 106 vs. 123 7/16/08.

Commissioner Barrette pointed out the last three to four census numbers were down and questioned what the driver was. Supt. Cunningham feels it's attributed to the flow matrix they've put into place; this has pushed behavior and inmates through the departments. They are paying more attention to inmates and started a lot of new programs, anger management program in place, are paying more attention to where the inmates are to be based on behavior in flow matrix. Supt. Cunningham indicated, within the 1<sup>st</sup> six months of new software installation, he's challenged the software vendor, Speilman, to capture the answer to Barrette's question. He noted they also have great professional people, one of which is Sarah Poisson who makes sure inmates have a plan upon leaving: place to live, that they've paid their fines, and have a job ... this program began a year ago. He noted, the female population continues to be a mystery and can't keep up with the bed count; they've had DCYF visiting frequently at the jail and currently have two pregnant female offenders. Supt. Cunningham has view the census, including those housed at other facilities, and is still comfortable with where the County stand with the size of the new Community Correction Center (CCC).

Agenda Item No. 2c. New Policy & Procedures Review and Ratification

Supt. Cunningham noted the DOC completed their yearly policy review based on ACA common goals and standards. He provided a list of the changes to the current procedure book, indicated a hard copy would be provided for the Commissioners Office as well as electronic format, and noted he was looking for ratification of policies. Commissioner Jarvis commended Supt. Cunningham for his work. Supt. Cunningham confirmed he'd provide a list of the new policies with hard copy to Commissioner Nelson. The Board tabled further discussions to their next meeting in order to have time to review the new policies.

**Agenda Item No. 3 County Administrator's Report**

Agenda Item No. 3.a. Firing Range Update

Mr. Chanis and Sheriff Prozzo attended the Unity Town Planning Board meeting, where the Planning Board consented to hold a public hearing at their next town planning board meeting scheduled for 7 PM August 4<sup>th</sup> at the Town Hall. Sheriff, Supt. Cunningham and Mr. Chanis will attend the hearing.

Agenda Item 3.b. CCC Update

Mr. Chanis noted Phase I jail upgrades started as of this week, HVAC contractor will be on site next week and they are going full speed ahead; Construction Manager Services, North Branch, is on site daily with a satellite office in the Sanders building.

Phase II foot print finalized, both Supt. Cunningham and Chanis meet once a week with SMP and are still on track for early fall construction start. They anticipate showing a design at the next Commissioners' meeting.

Non Agenda Item

Grants Update

County has received word the BJA FY09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime grant applied for to enhance corrections operations at the opening of the Community Corrections Center, in the amount of \$260,879, a 2 year grant with 1-year extension opportunity, is currently in progress and being reviewed by the grantors.

There is also another grant pending DOC partnered with West Central Services on as fiscal agent. Kevin Warwick worked with WCS and DOC to create the entire application and has a large degree of confidence towards attaining the funding due to strength of partnership.

Non Agenda Item

Sullivan County Health Care: NH State Surveyors

Commissioner Jarvis commended the SCHC on the outcome of the NH State survey. Mr. Chanis and Mr. Purdy noted they are submitting a plan of correction, and confirmed they would review the survey and plan of correction at the Board's next meeting. Commissioner Nelson would like something to done to recognize staff.

Agenda Item No. 3.c.

Barn Lease Update

Mr. Chanis distributed [Appendix C]:

- o a map of the barn location,
- o copies of the last tax invoice reflecting the 44-acre parcel, the building value at \$1,330, land value at \$25,500, with \$26,330 total value; based on calculations, County paid \$454 for barn and 1 acre around it.
- o pictures of the barn exterior and interior.

Commissioner Jarvis reminded the Board the County was fined \$2,550 for taking land out of current use for the barn and one acre around it, and, of the previous plans to demo the barn; she does not approve of the lease. Commissioner Nelson approves of the lease as long as it covers the increase of taxes and access to property is maintained. Commissioner Barrette concurred with Nelson, plus reaffirmed lessee needs to maintain insurance. Mr. Chanis reminded the Board leases must be approved by the Delegation. Barrette and Nelson suggested the lease amount be \$1,000 annually and to convey the lease intention to the Delegation.

**3:58 Motion: we continue forward with process and take to Delegation to lease the barn as long as access maintained and liability insurance procured and meets zoning requirement for building and certain amount of square footage.**

**Made by: Nelson. Seconded by: Barrette.**

**Discussion: Nelson noted if there ceases to be no use for the building, the County needs to tear it down.**

**Voice vote: Barrette and Nelson in favor. Jarvis apposed. The vote carried with the majority.**

Non Agenda Item

County Sugar House Lease

Per Commissioners request, Mr. Chanis will return to the Board with recommendations regarding the sugarhouse lease.

Agenda Item No. 3.d.

NH Retirement Rate Change Review – Discussions may  
require Executive Session Per RSA 91-A:3.II.e. –  
Litigation Issue

Mr. Chanis discussed NH Retirement employer normal contribution rates notification distributed 9/11/08 [Appendix D] and the revised notification dated June 30<sup>th</sup>, 2009 [Appendix E] with new rates. He noted the Delegation reduced the contributions in the FY10 budget, therefore, this will force the County to pay more. He distributed a July 9, 2009 letter from John Andrews NHMA [Appendix F] regarding the proposed Article 28-a Lawsuit against the State, suggested language for payment under protest to NHRS [Appendix ] and a copy of the "Response Form Re: Mandate Litigation" [Appendix G]. Chanis briefed the Board on the result of the rate reduction, estimating the change would increase the contribution in the Group II (corrections/law enforcement) by: \$1,895 in the Sheriff's Office and \$14,912 in the Department of Corrections, with a \$4,136 increase to the Group I category (all other County departments).

**4:02 Motion: proceed along those lines [to pursue the lawsuit].**

**Made by: Nelson. Seconded by: Jarvis.**

**Discussion: Nelson pointed out this was another un-funded mandate. The Board requested Chanis to decide what line the \$2,000+ would come from to defray the litigation cost, send the protest document (Response Form Re: Mandate Litigation) and the Board will sign it at their next meeting.**

**Voice vote: All in favor.**

Agenda Item No. 3.e.

U.S. Dept. of Energy: EECBGP Appeal Process

Mr. Chanis discussed the monies allocated to municipalities and counties per the stimulus bill, but were later denied towards counties as the Federal government deemed the Counties ineligible; all counties can appeal the decision, there would be approximately \$175,000 monies tagged for Sullivan to apply to energy efficient programs as outlined in the Federal Register language [Appendix H], no appearance of a down side; very good chance decision could be reversed; if so, the counties could then apply for the monies. This would require a motion to authorize the County Administrator to submit the appeal form [Appendix I] to the US Department of Energy

**4:06 Motion: to authorize the County Administrator to submit the appeal form.**

**Made by: Jarvis. Seconded by: Nelson.**

**Discussion: Chanis noted they would form a group comprised of: Commissioners, County Administrator, SCHC Administrator, and DOC Superintendent to discuss plans with what the County could do with the monies.**

**Voice vote: all in favor.**

Agenda Item No. 3.f.

Grant Budget Transfers

Mr. Chanis noted this pertains to Fund 24 grant, grants received. When grants are approved by the Delegation, they are entered into the BudgetSense program, but at a later date in the fiscal year the grantor may approve a budget line revision – that change would not be reflected on the County's software; this creates confusion if the department handling the grant, while processing purchase orders, either receives a

notify the line is over or under, when in fact the grantor has allowed the change. Ms. Johnson-Callum and Mr. Chanis suggested this could be handled two ways:

- o automatically update the County's software when a revision is approved by the grantor, leaving the bottom line the same; or
- o handle it like other County departments, where a formal transfer form is submitted to the Board.

The Board requested the change be done automatically, with just an FYI sent to them.

Agenda Item No. 3.g.                      FY09 Year End Financials

Mr. Chanis noted the Board was provided year-end draft financials of revenues and expenses. He noted the surplus does not include \$385,500 4<sup>th</sup> qtr MQIP revenues, and noted one million of that is the contra money; the County under expended by \$435,514, but they need to take out the final payroll of approximately \$300,000 max; plus, auditors will apply depreciation.

**Agenda Item No. 4.**                      **Commissioners' Report**

Agenda Item No. 4.a.                      Fund 10.861: County Grant Application, Application Process Cover letter and Acceptance/Rejection letters – Review & Update with any changes

It was noted this issue was brought up as two [Fund 10.861 FY09] County grant recipients submitted their 4<sup>th</sup> quarter, plus 3<sup>rd</sup> quarter on one organization, late as follows:

- o Claremont Soup Kitchen 4<sup>th</sup> quarter invoice of \$5,000 was received 7/7/09
- o Grafton County Senior Citizens (RSVP & Volunteer Center) 3<sup>rd</sup> and 4<sup>th</sup> quarter invoices, of \$250 each, were received 7/8/09

...and one of the Board members expressed concern about the wording of the letters sent to the grant recipients. The Board received and reviewed the following documents:

1. *Sullivan County Instructions For Applicant Organizations* and application
2. *Grant Application Process*
3. *Public Notice* ad
4. the congratulations letter sent to approved grant recipients and the
5. rejection letter sent to those not approved through the budget process

Commissioner Barrette feels the current process good, but suggested they reword the rejection letter to be more generic, not indicate the branch that rejected it, but state: "*Your request has been denied*". Ms. Johnson-Callum confirmed a reminder e-mail was sent out last year to all grantees, but could not recall, at this point, if a reminder was sent this year. The Board requested reminder notices be sent. The Board requested the fourth quarter payments to Claremont Soup Kitchen and the Grafton County Senior Citizens be paid out.

Non Agenda Item                      County Administrator Performance Review

The Board scheduled the County Administrator performance review for August 6<sup>th</sup>.

July 6<sup>th</sup> Newport Town Select Board Meeting Update

Commissioner Barrette noted all Commissioners attended the 7/6/09 Newport Town Select Board; they were all happy.

July 20<sup>th</sup>, Monday Cornish Select Board Meeting

It was noted the Board would be attending the 7/20/09 6:30 PM Cornish Select Board meeting.

Non Agenda Item

DOC Inmate Programs

Superintendent Cunningham reminded the Board about DOC inmates who helped paint and repair rooms the Child Advocacy Center moved into at the Moody Block in Claremont; DOC Joe Brookens attended the ribbon cutting for the project; Kristen Senz of the Union Leader interviewed Cunningham about the project, today.

**Agenda Item No. 5.            Public Participation**

There was none.

**Non Agenda Item    Executive Session Per RSA 91-A:3.II.c. & d – Pending Contract Issue**

**4:26    Motion: to go into Executive Session Per RSA 91-A:3.II.c.&d to discuss a pending contract issue.**

**Made by: Jarvis. Seconded by: Nelson**

**Roll call vote: All in favor.**

**4:30    Motion: to come out of Executive Session.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

**4:31    Motion: to waive the bidding process to furnish and install the security package in the new Community Corrections Center (CCC); and, authorize the County Administrator to negotiation with KNE to review at a later date.**

**Made by: Nelson. Seconded by: Jarvis.**

**Discussion: It was noted this decision was made to integrate both the current jail security system with the new CCC system.**

**Voice vote: All in favor.**

Non Agenda Item

Executive Session Per RSA 91-A.3.II.a & b  
Compensation / Personnel Issue

**4:34    Motion: to go into Executive Session Per RSA 91-A.3.II. a & b regarding a personnel issue.**

**Made by: Nelson. Seconded by: Jarvis.**

**Roll call vote: All in favor.**

**4:45    Motion: to come out of executive session.**

**Made by: Nelson. Seconded: Jarvis.**

**Voice: All in favor.**

**Agenda Item No. 6                      Meeting Minutes Review**

Agenda Item No. 6.a.                      June 18, 2009 Public Meeting Minutes

**4:48 Motion: to accept the 6/18/09 3 p.m. public meeting minutes as typed.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

Agenda Item No. 6.b.                      June 18, 2009 5:45 PM Public Meeting Minutes

**4:49 Motion: to accept 6/18/09 5:45 p.m. Executive Session minutes and keep them sealed, until later.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

Agenda Item No. 6.c.                      July 2, 2009 Public Meeting Minutes

**4:50 Motion: to approve the 7/2/09 public meeting minutes.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.**

Agenda Item No. 6.d.                      July 2, 2009 4:03 Executive Session

**4:51 Motion: to approve and keep sealed the 7/2/09 4:03 executive session.**

**Made by: Barrette. Seconded by: Nelson.**

**Voice vote: All in favor.**

Agenda Item No. 6.e.                      July 2, 2009 4:07 Executive Session

**4:52 Motion: to approve and seal the 7/2/09 4:07 executive session minutes, until 8/1/09.**

**Made by: Barrette. Seconded by: Nelson.**

**Voice vote: All in favor.**

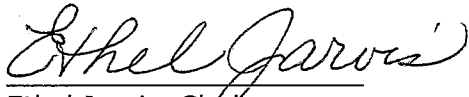
**Agenda Item No. 7.                      Adjournment**

**4:53 Motion: to adjourn the meeting.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

Respectfully submitted,



Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j-c.

Date signed: 8-7-09



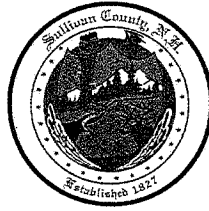


Sullivan County NH, Board of Commissioners  
Business Meeting – Revised Agenda

**Thu. July 16, 2009**

Place: Unity County Complex – Ahern Building  
5 Nursing Home Drive, Unity 03743

- |                   |    |   |
|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | Sullivan County Health Care Administrator's Report <ul style="list-style-type: none"><li>a. Census</li><li>b. Accounts Receivable</li><li>c. Staffing</li><li>d. Family Fun Day, Presentation by Ann Shepherd</li><li>e. Connecticut Valley Home Care Hospice Agreement</li></ul>   |
| 3:20 PM – 3:40 PM | 2. | D.O.C. Superintendent's Report <ul style="list-style-type: none"><li>a. Census</li><li>b. Staffing</li><li>c. New Policy &amp; Procedures Review and Ratification</li></ul>   |
| 3:40 PM – 4:00 PM | 3. | County Administrator's Report <ul style="list-style-type: none"><li>a. Firing Range Update</li><li>b. Community Corrections Center Update</li><li>c. Barn Lease Update</li><li>d. NH Retirement Rate Change Review – Discussions may require Executive Session Per RSA 91-A:3.II.e. – Litigation Issue</li><li>e. U.S. Dept. of Energy: EECBGP Appeal Process</li><li>f. Grant Budget Transfers</li><li>g. FY09 Year End Financials</li></ul> |
| 4:00 PM – 4:20 PM | 4. | Commissioners' Report <ul style="list-style-type: none"><li>a. Fund 10.861: County Grant Application, Application Process Cover letter and Acceptance/Rejection letters – Review &amp; Update with any changes</li></ul>  |
| 4:20 PM – 4:35 PM | 5. | Public Participation  |



- 4:35 PM – 4:40 PM      6.      Meeting Minutes Review
- a. June 18, 2009 Public Meeting Minutes
  - b. June 18, 2009 5:47 PM Executive Session Minutes
  - c. July 2, 2009 Public Meeting Minutes
  - d. July 2, 2009 4:03 Executive Session Minutes
  - e. July 2, 2009 4:07 Executive Session Minutes

4:40 PM                      7.      Adjourn meeting

*Upcoming Events / Meetings:*

- **Jul. 20<sup>th</sup> Mon. Commissioners attend Cornish Select Board Meeting.**
- **Jul. 21<sup>st</sup> Tue. Sullivan Delegation Meeting**
  - **Time:**      **9 AM**
  - Place:      Newport, Commissioners Conference Room, 1<sup>st</sup> Floor
  -
- **Jul. 21<sup>st</sup> Tue. Sullivan Delegation Executive Finance Committee Meeting**
  - **Time:**      **Immediately Following the Delegation Meeting**
  - Place:      Newport, Commissioners Conference Room, 1<sup>st</sup> Floor
- **Jul. 27<sup>th</sup> Mon. Commissioners attend Springfield Select Board Meeting.**
- **Aug. 4<sup>th</sup> Unity Town Planning Board Public Hearing: County Firing Range Proposal**
  - **Time:**      **7 PM**
  - Place:      Unity Town Offices
- **Aug. 6<sup>th</sup> Thu. Next Board of Commissioners Meeting**
  - **Time:**      **3 PM**
  - Place:      Newport, 14 Main Street – Remington Woodhull County Complex

MEDICARE							
	June 2008 COMPARE	June 2008 AVG. CENSUS	June 2009 Actual	June 2009 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	306	10	349	12	390	13	-41
REVENUE	\$142,665.92		\$192,851.94		\$167,700.00		\$25,151.94
AVERAGE RATE PER DAY	\$466.23		\$552.58		\$430.00		\$122.58

PRIVATE							
	June 2008 COMPARE	June 2008 AVG. CENSUS	June 2009 Actual	June 2009 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	701	23	548	18	570	19	-22
REVENUE	\$137,595.00		\$113,930.00		\$116,850.00		-\$2,920.00
AVERAGE RATE PER DAY	\$196.28		\$207.90		\$205.00		\$2.90

MEDICAID							
	June 2008 COMPARE	June 2008 AVG. CENSUS	June 2009 Actual	June 2009 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	2,858	95	3,277	109	3,150	105	127
REVENUE	\$431,300.78		\$498,333.39		\$475,366.50		\$22,966.89
AVERAGE RATE PER DAY	\$150.91		\$152.07		\$150.91		\$1.16

HCBC (RESPITE)							
	June 2008 COMPARE	June 2008 AVG. CENSUS	June 2009 Actual	June 2009 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	16	1	0	0		0	0
REVENUE	\$2,565.12		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	\$160.32		\$0.00		\$0.00		\$0.00

MANAGED CARE							
	June 2008 COMPARE	June 2008 AVG. CENSUS	June 2009 Actual	June 2009 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0		0	0
REVENUE	\$0.00		\$0.00				\$0.00
AVERAGE RATE PER DAY	\$0.00		#DIV/0!				#DIV/0!

	June 2008 COMPARE		June 2009 Actual				
TOTAL CENSUS	3,881		4,174				
AVERAGE CENSUS		129.4		139.1		137.0	

MEDICARE B REVENUE							
	June 2008 COMPARE		June 2009 Actual		BUDGETED		VARIANCE
	\$31,297.51		\$28,246.10		\$35,825.10		-\$7,579.00

TOTAL MONTHLY REVENUE VARIANCE	\$37,195
--------------------------------	----------

## Revenue Review thru 05/31/2009

Updated Projection 7/16/19 (Includes MQIP for last qtr)

	Budget	YTD	Variance	
Medicaid	5,783,625	5,781,693	(1,932)	
Private	1,421,675	1,675,705	254,030	
Insurance	-	76,640	76,640	
Respite (HCBC)	5,000	3,046	(1,954)	
Medicaid Assess	1,631,068	1,909,184	278,116	(includes 218,233 for ARRA09)
Medicare Part B (Total)	435,872	356,397	(79,475)	
Medicare Part A	2,040,350	1,944,900	(95,450)	
Medicare Part A (C/A)		(8,907)	(8,907)	
Pro Share	500,000	679,812	179,812	
Net Variance			600,879	
Misc Income	-	18,631	18,631	
Laundry	70,000	103,947	33,947	
Cafeteria	12,000	15,880	3,880	
Meals	371,664	371,303	(361)	
YTD Total		12,928,230	656,976	

## Sullivan County Nursing Home Quarterly Resident Census

[illegible]

## RESIDENT CENSUS - FY 08

[illegible]

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

Page 1 of 1  
7/15/2009 3:18 PM  
AR7400A

	Jun 2009	May 2009	Apr 2009	Mar 2009	Feb 2009	Jan 2009	Dec 2008	Nov 2008	Oct 2008	Sep 2008	Aug 2008	Jul 2008	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	8	7	18	17	17	16	13	11	14	12	14	15	162	83
MCR # Admits & Readmits	5	6	16	12	5	10	6	7	8	8	7	8	98	54
MCR # Discharges from facility	7	6	3	4	1	4	2	2	3	6	3	2	43	25
MCR Discharged LOS	49.1	39.8	19.0	25.8	14.0	35.0	25.0	53.5	15.3	30.5	12.3	9.0	31.1	35.9
MCR # End or A/R Change	4	5	5	8	8	3	2	6	3	5	5	7	61	33
MCR End or A/R Change LOS	50.3	31.6	24.0	58.9	36.9	26.0	65.5	51.2	63.7	42.2	65.0	55.4	47.0	39.5
Total Average MCR LOS	49.5	36.1	22.1	46.8	34.3	31.1	45.3	51.8	39.5	35.8	45.3	45.1	40.3	37.9
Total MCR Days	349	460	454	286	321	309	222	226	353	319	286	348	3933	2179
Rehab RUGs	349	449	447	283	309	263	204	207	299	269	244	268	3591	2100
% of Total MCR Days	100%	98%	98%	99%	96%	85%	92%	92%	85%	85%	86%	77%	91%	96%
Non-Rehab RUGs		11	7	3	12	46	18	19	54	46	41	80	337	79
% of Total MCR Days		2%	2%	1%	4%	15%	8%	8%	15%	15%	14%	23%	9%	4%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	19	32	28	48	53	42	50	59	77	81	77	53	619	222
% of Total MCR Days	5%	7%	6%	17%	17%	14%	23%	26%	22%	26%	27%	15%	16%	10%
B ADL (medium dependency)	159	186	210	103	202	214	165	104	167	150	79	125	1864	1074
% of Total MCR Days	46%	40%	46%	36%	63%	69%	74%	46%	47%	48%	28%	36%	47%	49%
C ADL (high dependency)	171	242	216	135	66	53	7	63	109	84	129	170	1445	883
% of Total MCR Days	49%	53%	48%	47%	21%	17%	3%	28%	31%	27%	45%	49%	37%	41%
Medicare Net Revenue	\$ 192,852	\$ 250,082	\$ 246,928	\$ 147,514	\$ 164,585	\$ 146,885	\$ 110,110	\$ 118,325	\$ 173,813	\$ 140,739	\$ 127,743	\$ 158,726	\$ 1,978,300	\$ 1,148,844

Note: This report includes only the selection criteria listed below.  
Effective Date From 6/1/2009 Thru 6/30/2009

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

Page 1 of 1  
07/15/2009 11:54 AM  
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
MCD	Expired		2
	Hospital	2	1
	Nursing Home		1
	<i>MCD Subtotal</i>	<u>2</u>	<u>4</u>
MRA	Assisted Living		1
	Expired		1
	Home	1	6
	Hospital	4	
	<i>MRA Subtotal</i>	<u>5</u>	<u>8</u>
PVT	Expired		1
	Hospital	1	
	<i>PVT Subtotal</i>	<u>1</u>	<u>1</u>
	<i>Total</i>	<u>8</u>	<u>13</u>

*Note: This report includes only the selection criteria listed below.  
Effective Date From 6/1/2009 Thru 6/30/2009*

**Summary Admission / Discharge List Totals**

Sullivan County Health Care (SC)

Page 1 of 1  
07/15/2009 11:54 AM  
RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Assisted Living		1
Expired		4
Home	1	6
Hospital	7	1
Nursing Home		1
<i>Total</i>	<u>8</u>	<u>13</u>



Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2008 Thru 6/30/2009

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

Page 1 of 1  
07/15/2009 11:54 AM  
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	4	3
	Hospital		1
	<i>HCB Subtotal</i>	<u>4</u>	<u>4</u>
INS	Expired		1
	Home	1	3
	Hospital	5	2
	<i>INS Subtotal</i>	<u>6</u>	<u>6</u>
MCD	Unknown	1	1
	Assisted Living	1	1
	Expired		21
	Home	9	5
	Hospital	20	38
	Nursing Home	4	3
	<i>MCD Subtotal</i>	<u>35</u>	<u>69</u>
MRA	Unknown		2
	Assisted Living		2
	Expired		5
	Home	5	26
	Hospital	90	12
	Nursing Home	3	2
	<i>MRA Subtotal</i>	<u>98</u>	<u>49</u>
PVT	Unknown		1
	Assisted Living	2	1
	Expired		13
	Home	8	5
	Hospital	3	3
	Nursing Home	6	1
	<i>PVT Subtotal</i>	<u>19</u>	<u>24</u>
<i>Total</i>		<u>162</u>	<u>152</u>

*Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2008 Thru 6/30/2009*

**Summary Admission / Discharge List Totals**

Sullivan County Health Care (SC)

Page 1 of 1

07/15/2009 11:54 AM

RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Unknown	1	4
Assisted Living	3	4
Expired		40
Home	27	42
Hospital	118	56
Nursing Home	13	6
<i>Total</i>	<u>162</u>	<u>152</u>

**Month-end Aged Analysis**  
 Sullivan County Health Care (SC)  
 For the Month of Jun, 2009

Page 45 of 45  
 7/15/09 5:51 AM  
 AR6100B

Resident (Res #)(Discharge Date)

Type Balance	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	Balance
<b>Aged Analysis Summary</b>														
HCB								160.32-		160.32	320.64-	641.28	1,802.24	2,122.88
INS	24,925.84	18,655.24	23,426.43	25,995.15	2,369.73-	5,168.44	7,957.57	11,933.47	14,037.47	15,783.86	3,242.77	2,934.18	102,882.06	254,572.75
MCD	406,048.62	125,587.97	22,000.58	18,112.00	678.59	4,251.68-	1,943.76	4,954.86	688.24	5,791.75	5,176.39	340.12	55,952.48	643,023.68
MCP														
MRA	156,272.94	25,492.89	11,023.64	9,487.56		5,488.33	512.00-	128.00-	384.00-	2,511.65	6,527.59	7,197.24-	8,349.25	216,932.61
MRB	22,633.77	13,757.44	1,024.94	6,728.68	4,773.48	11,196.97	4,334.15	4,302.72	5,381.54	19,292.48	12,596.50	8,842.95	137,235.34	252,100.96
MXA	11,105.29	22,640.38	6,675.00	1,143.50	3,932.56	393.14	2,504.00	2,560.00	1,273.14	7,116.42	8,149.36	4,290.28	42,501.93	114,285.00
MXB	2,446.92	1,205.26	305.91	927.52	763.55-	1,080.24-	1,403.74-	879.56	1,291.96	3,031.08	1,103.76	198.82-	20,625.43	28,381.05
PVT	7,580.00	21,825.00-	4,339.71	4,100.50-	3,389.02-	1,858.99	1,419.37-	2,390.00	6,268.00	23,330.80	10,689.28	2,244.25	38,189.63	66,156.77
RES	27,860.23	13,438.36-	13,203.82	8,554.48	5,514.93	4,345.54	2,050.58-	622.39	1,695.08	4,439.27	15,489.91-	3,303.17-	15,447.28-	16,506.44
PHC													375.00-	375.00-
HST	754.11	728.50	27.26	757.28	713.37	81.78	206.90	726.40						3,995.60
<b>Totals:</b>	<b>659,627.72</b>	<b>172,804.32</b>	<b>82,027.29</b>	<b>67,605.67</b>	<b>9,100.63</b>	<b>23,201.27</b>	<b>11,580.69</b>	<b>28,081.08</b>	<b>30,251.43</b>	<b>81,457.63</b>	<b>-31,675.10</b>	<b>8,593.83</b>	<b>391,716.06</b>	<b>1,597,702.74</b>
	41.29%	10.82%	5.13%	4.23%	0.57%	1.45%	0.72%	1.76%	1.89%	5.10%	1.98%	0.54%	24.52%	100.00%

## RESPITE CARE AGREEMENT

Between

Sullivan County Health Care

And

Connecticut Valley Home Care Hospice

This agreement is entered into as of this 12th day of June in the year 2009  
By and between Sullivan County Health Care and Connecticut Valley Home Care Hospice Program (CVHC).

WHEREAS, on occasion, CVHC is engaged in providing interdisciplinary care and palliative treatment to terminally ill patients in order to allow these patients to continue life with dignity primarily in a home environment; and

WHEREAS, on occasion, CVHC has families in need of a reprieve from the ongoing responsibility of primary care giving; and

WHEREAS, Sullivan County Health Care own and operates a nursing care facility offering inpatient respite care and;

WHEREAS, Sullivan County Health Care has policies consistent with those of CVHC and desires to make inpatient beds and services available for use by CVHC patients on a space available basis; and

NOW, THEREFORE, Sullivan County Health Care and CVHC in consideration of mutual advantages to each and to eligible patients, do hereby agree each with the other, as follows:

### I. Definitions

- **Attending Physician**

A doctor of medicine or osteopathy, duly licensed under applicable state law who, upon the election of Hospice services, is identified by a Hospice client (or such client's legal representative) as having the most significant role in the determination and delivery of such Hospice patient's medical care.

- **Interdisciplinary Team**

Hospice employees, consisting of a doctor of medicine or osteopathy, a registered nurse, social worker, clergy, volunteer coordinator, bereavement counselor or designee, who provide or supervise the care and services offered by CVHC.

- **Medical Director**

A Hospice volunteer or employee who is a doctor of medicine or osteopathy who assumes overall responsibility for the medical component of CVHC's patient care program.

- Hospice Manager  
A registered nurse as designated by CVHC to coordinate the implementation of the plan of care for each patient.
- Hospice Plan of Care  
A written care plan established, maintained, reviewed, and modified, if necessary, at intervals established by the Hospice team, which includes:
  - A. An assessment of each CVHC patient/ caregivers needs;
  - B. An identification of the Hospice services, including management of discomfort and symptom relief needed to meet such CVHC patient's needs and the related needs of the family;
  - C. Details concerning the scope and frequency of such Hospice services.
  - D. CVHC hospice provides care 24 hours a day 7 days a week for terminally Hospice ill patients
  - E. Sullivan County Health Care staff are invited to attend Interdisciplinary team meetings as appropriate.

II. Services to be provided by Sullivan County Health Care shall provide Respite care to CVHC patients in accordance with the patient's attending physician, the Hospice Medical Director and an interdisciplinary team of Hospice employees. Sullivan County Health Care, through the primary nurse or other representative, shall provide input into the plan of care. The services are as follows:

- Provide designated respite care bed(s), including use of the Hospice furnishings when available, to afford the patient/family a homelike atmosphere;
- Provide CVHC patients direct admission for care at Sullivan County Health Care; for respite purposes in a bed certified at least at the intermediate care level.
- Provide all hospital services requested by CVHC including usual and customary room and board services , nursing care, physician and other professional services, dietary services, housekeeping services, laboratory services, radiology, respiratory, pharmacy services, and other ancillary services, and have oxygen available as needed;
- Include a Registered nurse or Licensed Practical nurse on each shift who coordinates, supervises or provides direct patient care;
- Provide each patient with services as prescribed and protect from accident, injury, an infection;
- Allow CVHC patients to bring into Sullivan County Health Care their own medications for use, according to facility policy and physician order;
- Observe, record, and report to CVHC Hospice Manager/designee the patient's response to treatment and any changes in patient's condition, including expiration;
- Provide visiting privileges and physical space for private visiting between patients, significant others , CVHC patients and their families (including visits by children of all ages) 24 hours a day, 365 day a year, and accommodations for family members to remain with the patient throughout the night when desired.

- Provide for staff visitation by the Hospice Interdisciplinary Team and all other caregivers identified in the plan of care. The Hospice Medical Director, Hospice Manager, Hospice nurse, and Hospice Social Worker will have the authorization to review and document in Sullivan County Health Care patient's medical record. Documentation will record interactions with Sullivan County Health Care staff, patients, and families.
- Inpatient respite care for patients covered by the Medicare Hospice Benefit will be limited by Medicare Hospice Benefit regulations (currently 5 days in any certification period). CVHC patients not covered by Medicare Hospice Benefit will determine the length of stay on an individually arranged basis with the family, patient, & Sullivan County Health Care. During this term or any succeeding terms of the Agreement, Sullivan County Health Care will hold itself (including a sufficient number of its own personnel having the required skills) available to furnish and shall furnish the services contracted for hereunder.

### III. Initiation and Coordination of Services

- Sullivan County Health Care will be contacted by Hospice Manager/designee to coordinate the admission of CVHC patients to Sullivan County Health Care for respite purposes in collaboration with Sullivan County Health Care staff.
- All admissions to Sullivan County Health Care, for respite must be authorized by the Hospice Medical Director in consultation with the primary physician. A record of the authorization shall be entered in the patient's record by designated CVHC staff.
- CVHC shall furnish to Sullivan County Health Care, at the time of admission payment information, a copy of the patient's plan of Hospice care, transfer summary, medication information and demographics by cover sheet as well as advance directives. CVHC shall promptly communicate orally or in writing any changes in the plan of care to Sullivan County Health Care personnel to facilitate the admission according to the needs of the patient and respite needs of the family at home.
- CVHC retains professional management responsibility for all Hospice services for respite care that relate to the patient's/ families. Sullivan County Health Care agrees to provide services in compliance with the plan of care for each patient. Sullivan County Health Care agrees to abide by the palliative care protocols established by CVHC and collaborates with the Hospice team in all decisions related to diagnosis and treatment procedures. Sullivan County Health Care shall not carry out physician orders that are inconsistent with the plan of care unless the Hospice Medical Director or Hospice Manager agrees to the order.
- The Hospice Manager shall coordinate the services provided to the patient by reviewing the plan of care and scheduling interdisciplinary team meetings as necessary in collaboration with the Sullivan County Health Care nurse for each Hospice patient, when said patient is utilizing respite services.
- CVHC shall provide appropriate Hospice training to Sullivan County Health Care personnel who provide inpatient respite care to CVHC patients pursuant in the Agreement. Which includes familiarization with hospice policies and procedures, philosophy, mission and goals, hospice standards of care, emergency procedures,

communication with hospice staff, process for grievances and ethical concerns, confidentiality and patient/caregiver rights and safety and infection control.

- A designated representative of CVHC is available upon request, to participate in Sullivan County Health Care quality assessment and improvement program to the extent that such program related to the inpatient respite services furnished pursuant to this Agreement.

Sullivan County Health Care personnel are available upon request, to participate in CVHC's quality assessment and improvement program to the extent that such program relates to the inpatient respite services furnished pursuant to this Agreement.

- Social services shall be provided by CVHC Medical Social Worker in collaboration with the Social Work Department of Sullivan County Health Care
- The Hospice Manager or designee and Sullivan County Health Care collaborate to provide effective coordination of services and evaluation of service delivery.

#### IV. Preparation and Maintenance of Records

- According to Sullivan County Health Care medical record procedure, the hospital shall prepare and maintain medical records for each CVHC patient receiving services pursuant to this Agreement. At the request of CVHC, a copy of the patient's medical record shall be provided to CVHC, within a reasonable amount of time after discharge (not to exceed 30 days). All records of services and treatments are part of the hospice record.
- Sullivan County Health Care and CVHC shall hold in strict confidence all patient records and disclose information and data in such record only to persons or entities authorized by law or by written consent of the patient or patient's legal representative.
- Protected Health Information The privacy and security regulations of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") contemplate that health providers and other called "covered entities" may be required to enter into certain "business associate agreements" with persons or entities that assist in treatment, payment, or health care operations and who have access to "protected health information." The parties agree to execute a business associate agreement or take other steps as may be required by HIPAA or similar regulations. The parties agree to comply with the standards for privacy of individual identifiable health information, 45C.F.R. parts 160 –164 ("Privacy Standards"), to the extent applicable to this agreement.
- If services purchased by CVHC from Sullivan County Health Care under this agreement have an aggregate value or cost of \$10,000 or more over a 12 month period, the hospital shall, until the expiration of 4 years after the furnishing of the services provided under this agreement, make available upon written request by the Secretary of Health and Human Services or upon written request of the Comptroller General of the United States or their representative, this agreement,

and books, documents, and records of Sullivan County Health Care that are necessary to verify the nature and extent of the costs of the services provided.

If Sullivan County Health Care carries out the duties of this agreement through a subcontract worth \$10,000 or more over a 12-month period with a related organization, the subcontract shall also contain an access clause to permit access by the Secretary, Comptroller General, and their representatives to the related organizations books and records.

V. Licensure and Qualifications

- All Sullivan County Health Care personnel providing inpatient respite services to CVHC patients pursuant to this Agreement shall maintain on a current basis all appropriate licenses, certifications, and other permissions necessary to lawfully provide their services and shall comply with Sullivan County Health Care general personnel policies and health standards. Sullivan County Health Care will conduct pre-employment criminal background checks. CVHC may request verification of this information for all personnel providing services to CVHC patients.
- Sullivan County Health Care assures that it meet all regulatory and state licensing requirements and participates in the Medicare and New Hampshire Medicaid program. Sullivan County Health Care shall immediately notify CVHC of any proposed, threatened or actual revocation, termination or material modifications of its certifications or accreditation.

VI. Compensation

- Sullivan County Health Care shall charge CVHC for all care and services provided hereunder at the current Sullivan County Health Care intermediate care facility (ICF) rate for each respite day for Medicare eligible patients who have elected the Medicare Hospice Benefit as identified by the Hospice Manager or designee. Medications that are authorized by CVHC as relating to the patient's terminal condition will be billed to CVHC or provided through HospiScript prescription plan. Medications that are not authorized for coverage under the Medicare Hospice Benefit will be billed directly to the patient. Patients may bring personal medications in their original pharmacy labeled bottles to be used while under the Hospice respite benefit. CVHC shall receive from Sullivan County Health Care an itemized statement pertaining to the invoices. CVHC shall pay Sullivan County Health Care within 30 days following receipt of Sullivan County Health Care invoices and requested inpatient records.
- For patients who are hospitalized under the auspices of the Medicare Hospice Benefit, Sullivan County Health Care shall bill CVHC directly and shall not bill patients for any services that are rendered pursuant to this Agreement.
- For patients not covered by the Medicare Hospice Benefit, Sullivan County Health Care shall bill patients on an individually arranged basis, either privately, or to the appropriate third party payor. Sullivan County Health Care will not bill CVHC for any balance due from said patients.



- Subject to the forgoing provisions, CVHC shall bear financial responsibility for the contracted charges billed by Sullivan County Health Care for care and services provided by the Sullivan County Health Care pursuant to this Agreement. All charges for care and services provided by Sullivan County Health Care not pursuant to this Agreement shall be the responsibility of Sullivan County Health Care Insurance
- Sullivan County Health Care shall submit to CVHC, prior to the effective date of this agreement, a certificate of insurance issued by an insurance company, indicating that the facility has complete liability insurance coverage, including coverage for any acts of professional malpractice.
- Such insurance shall be in the amounts reasonably satisfactory to CVHC, but shall not be less than \$2,000,000 per person with an aggregate limit of \$2,000,000.
- Commercial General Liability limits will be not less than \$2,000,000 per occurrence and aggregate of \$2,000,000.
- CVHC will share a certificate of insurance to Sullivan County Health Care upon request.

#### VII. Indemnification

- CVHC shall not be liable under any contracts of obligations of Sullivan County Health Care except as otherwise provided pursuant to the Agreement, or for any act or omission of Sullivan County Health Care or Sullivan County Health Care officers, employees or agents. Sullivan County Health Care agrees to indemnify and hold harmless CVHC from any and all losses, damages, costs and expenses (including reasonable attorneys fees) that are caused by or arise out of any omissions, fault, negligence, or other misconduct by Sullivan County Health Care, its employees, independent contractors or volunteers in connection with this agreement.
- Sullivan County Health Care shall not be liable under any contracts or obligations of CVHC, except as otherwise provided pursuant to this Agreement, or for any act or omission of CVHC or CVHC's officers, employees or agents. CVHC agrees to indemnify and hold harmless Sullivan County Health Care from any and all losses, damages, costs and expenses (including reasonable attorneys fees) that are caused by or arise out of any omissions, fault, negligence, or other misconduct by CVHC, its employees, independent contractors or volunteers in connection with this agreement.

#### VIII. Term

- This agreement shall become effective from the first date written above and shall automatically renew upon the annual anniversary date, unless sooner terminated pursuant hereto.

#### IX. Amendment

- No amendment or discharge of this agreement, and no waiver here under, shall be valid or binding unless set forth in writing and duly executed by the party against whom enforcement of the amendment, modification, discharge, or waiver is set.

X. Relationship between the parties

- Nothing in this agreement shall be construed to constitute either party as a partner, employee, or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that each shall remain an independent contractor solely responsible for its own actions. No employee or agent or one party hereto shall be considered an employee or agent of the other party hereto.

XII Termination

- Without cause, by giving 120 days advance written notice to the other party.
- At any time with cause, including but not limited to, violation of the terms of this agreement, upon written notice of the intent to terminate and the grounds therefore; provided, however, that the party that receives such notice shall have 30 days from the receipt of such notice of intent to terminate within to cure or correct the condition or circumstance specified in the notice, and provided further that said period shall be extended if the matters complained of in the notice may be corrected but can not be reasonably corrected within 30 days and such party begins promptly to correct such matters and pursues the correction to completion with reasonable diligence.
- Provide further that CVHC patients who are inpatients at Sullivan County Health Care the time of termination may elect to continue as inpatients respite under the terms and conditions of this agreement until discharge is deemed medically advisable by the Hospice Medical Director and the attending Physician.

XIII Notice

- All notices or other communications which maybe or are required to be given, served or sent by either party to the other party pursuant to this agreement, shall be in writing, addressed as set forth below, and shall be mailed, or transmitted by hand delivery, or telegram.
- Such notice or other communication shall be deemed sufficiently given or received for all purposes at such time as it is delivered to the addressee (conclusive evidence of such delivery) or at such time as delivery is refused by the addressee upon presentation. Each party may designate by notice in writing a new address, to which any notice or communication may thereafter be so given, served or sent.

XIV Miscellaneous

- A. This instrument (including the exhibits hereto) contains the entire agreement of the parties hereto and supercedes all prior oral or written agreements of understanding between them with respect to the matters provided for herein.
- B. This agreement is severable, and in the event that any one or more if the provisions hereof shall be invalid, illegal, or unenforceable in any respect, the validity, legality, enforceability of the remaining provisions contained herein shall not in any way be effected or impaired thereby.
- C. The descriptive headings in this agreement are for convenience only and shall not effect the construction of this agreement.
- D. This agreement shall be governed by and construed in accordance with the laws of the State of New Hampshire (excluding the choice of law rules therefore).

- E. This agreement shall not be assignable by either party without prior written consent of the other party hereto.
- F. Neither the waiver by either of the parties hereto or a breach of or a default under any of the provisions of this agreement, nor the failure of either of the parties on one or more occasions to enforce any of the provisions of this agreement or to exercise any rights or privileges hereunder shall thereafter be construed as a waiver of any of such provisions, rights, or privileges hereunder.
- G. No provision of this agreement shall be applied or construed in a manner inconsistent with applicable laws and regulations of the United States and the State of New Hampshire.

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement, or have caused this Agreement to be duly executed on their behalf, as of the day and year herein above set forth.

Donna Conway RN CHPN  
Connecticut Valley Home Care Hospice  
Hospice Manager

7/7/09  
Date:

\_\_\_\_\_  
Nursing Home Administrator

\_\_\_\_\_  
Date

To: Supt. Cunningham  
From: Lt. Roberts  
Ref: population Breakdown

**Thursday July 16, 2009**

**POPULATION DATA:**

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 43	Male - 24	Male - 0
Female - 3	Female - 8	Female - 0

**THU- Included in the total of HOC male inmates above**

Male- 16  
Female- 0

**Total Population (In House) - 78**

**Total Population July 16, 2008 (in House) 92**

Home Confinement/EM	Weekender	Merr County
Male - 4	Male - 2	Male- 3
Female - 6	Female - 0	Female- 1
NHSP/SPU	Grafton County	Cheshire County
	Admin Transfer	Admin Transfer
Male - 3	Male - 1	Male - 1
Female - 0	Female - 0	Female - 2
Hillsborough County	Phoenix House/Farn/frien	Strafford Cnty
Admin Transfer		
Male - 2	Male - 1	Male- 1
Female - 0	Female - 1	Female- 0
Belknap County	Carroll County	VRH
Male- 0	Male- 0	Male- 0
Female- 0	Female- 0	Female- 0
<b>Total Census - 106</b>	<b>Total Census July 16, 2008- 123</b>	

**Temp Hold for other jurisdictions- Included in the above in house Total population**

NHSP	Merrimack County	Hillsborough County	Cheshire
Male- 0	Male- 0	Male- 0	Male- 0
Female- 0	Female- 0	Female-0	Female-0

Pre-Trial Services- 23  
Male-  
Female- 15

ST. SAUVEUR BARN

TOWN OF UNITY, NH  
TAX COLLECTOR'S OFFICE  
13 CENTER ROAD - UNIT #1  
UNITY, NH 03603

PROPERTY TAX

FIRST BILL FOR TAX YEAR 2009

Reference No. 2009-1-116822

Due Date: 7/1/2009

Mailing Date: 5/26/2009

Location: NURSING HOME DRIVE

Map-Lot: 6-C4-326

Acreage: 44.60

Acct. ID. 10209

Land 25,500.00  
Building 1,330.00  
Current Use 3,640.00  
Gross Value \$ 30,470.00

TAX RATE PER 1,000.00 OF NET ASSESSED VALUE

TOWN	4.52	68.86
L-SCHOOL	7.85	119.60
S-SCHOOL	2.10	31.99
COUNTY	2.47	37.55
	16.94	\$ 258.00

1/2 of Last Years Tax

ASSESSED VALUE - EXEMPTIONS - CREDITS

Total Tax Last Year	516.00
Credits	0.00
Veterans Credit	0.00
Net Tax This Period	258.00
Previously Billed	0.00
Previously Paid	0.00
Prepays	\$ 0.00

Net Assessed Value \$ 30,470.00

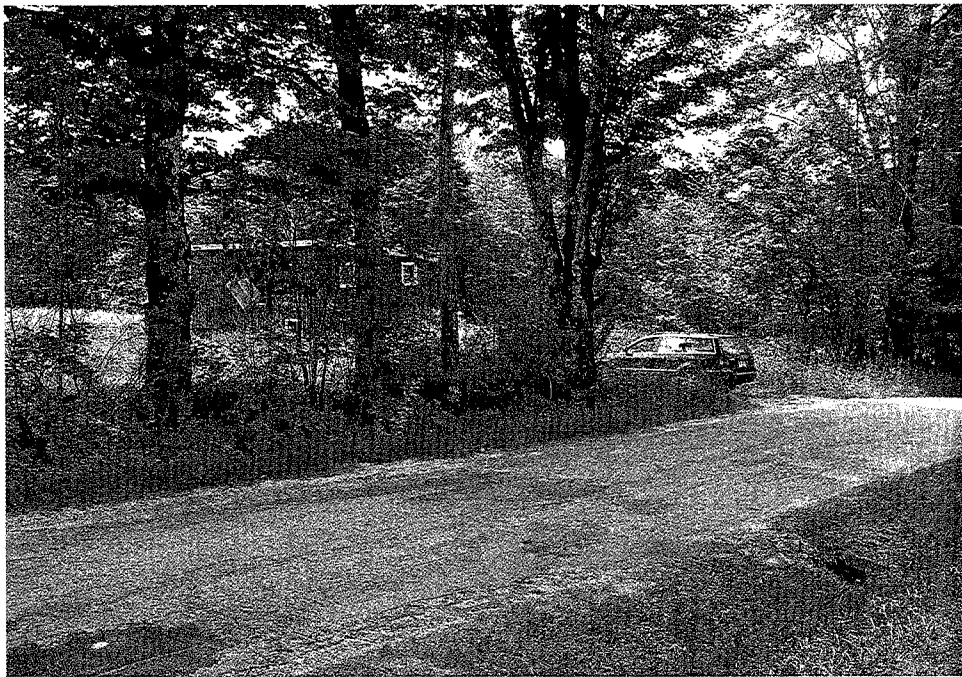
Due Date: 7/1/2009 \$ 258.00

Unpaid balances accrue interest at 12% per annum after due date.

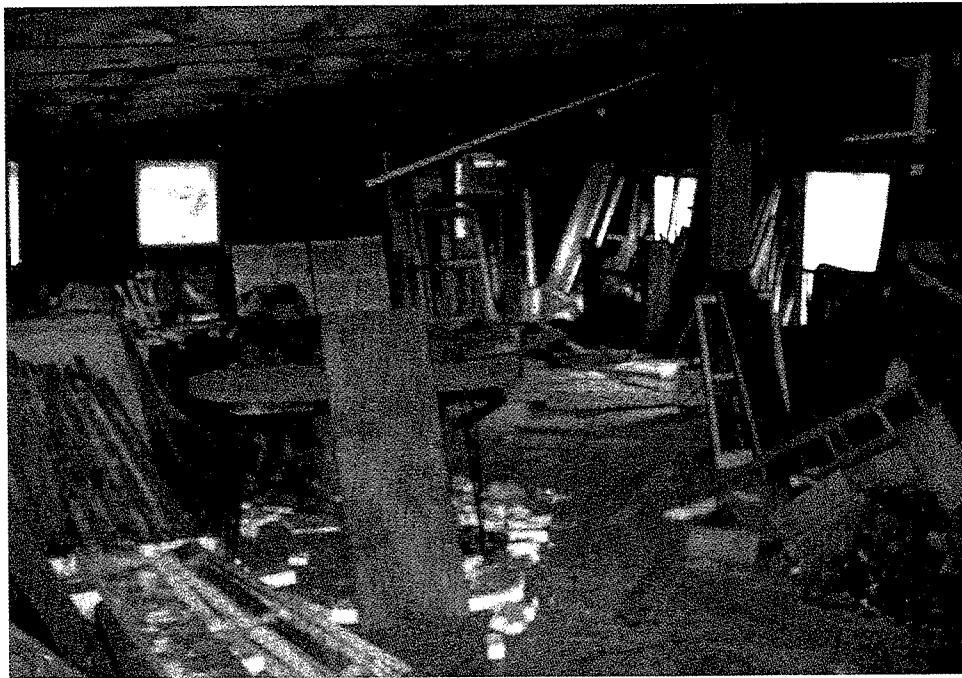
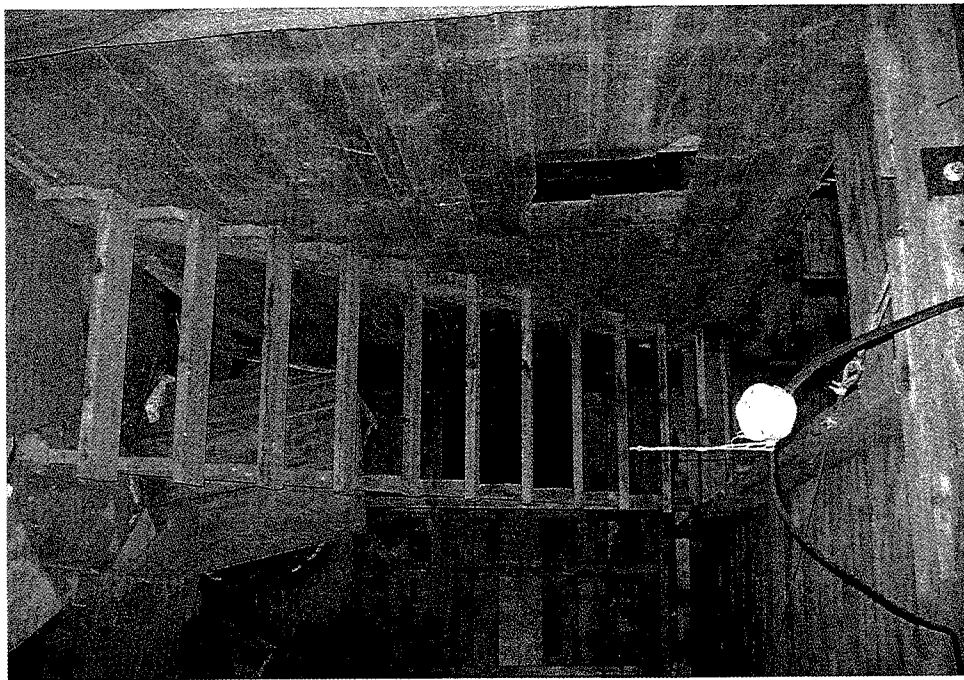
Estimate of Taxes Associated w/Barn

Land = \$25,000  
Building = 1,330  
\$26,330 / 1,000  
XTR. 16.94  
\$454.50











SEP 16 '08 AM 10:21



NH Retirement System  
54 Regional Drive  
Concord, NH 03301  
Phone: (603) 410-3500

FROM: NHRS Board of Trustees

TO: Municipalities  
School and Village Districts  
Counties

SUBJECT: **EMPLOYER NORMAL CONTRIBUTION RATES  
EFFECTIVE JULY 1, 2009 – JUNE 30, 2011**

September 11, 2008

In accordance with the provisions of RSA 100-A:16,III and the June 30, 2007 Actuarial Valuation, the Board of Trustees hereby confirms the following certified employer rates of contribution due the System commencing the first day of July 2009. The following employer normal contribution rates are effective for the biennium beginning July 1, 2009 and ending June 30, 2011. In view of the fact that employer contribution rates payable are changing from current rates, and in order to minimize the need for correcting entries, NHRS respectfully requests that Employers ensure that the new rates are implemented for those salaries paid after July 1, 2009.

**EMPLOYER NORMAL CONTRIBUTION RATES  
EFFECTIVE JULY 1, 2009 – JUNE 30, 2011**

<u>GROUP I</u>	<u>Pension Percentage</u>	<u>Medical Subsidy Percentage</u>	<u>Total Employer Percentage</u>
Employees	9.09%	0.00%	9.09%
Teachers -Employer Contribution	6.10%	0.86%	6.96%
-State Contribution	3.28%	0.46%	3.74%
Total	9.38%	1.32%	10.70%
<u>GROUP II</u>			
Police -Employer Contribution	11.27%	1.41%	12.68%
-State Contribution	6.07%	0.76%	6.83%
Total	17.34%	2.17%	19.51%
Fire -Employer Contribution	14.64%	1.41%	16.05%
-State Contribution	7.88%	0.76%	8.64%
Total	22.52%	2.17%	24.69%

The Employer Contribution rates must be applied to the payroll for each respective membership classification.

Please refer any questions regarding this memo to:  
Denise M. Call  
Director, NHRS Employer Services  
603-410-3516  
[denise.call@nhrs.org](mailto:denise.call@nhrs.org)



NH Retirement System  
54 Regional Drive  
Concord, NH 03301  
Phone: (603) 410-3500

FROM: NHRS Board of Trustees  
Richard W. Ingram, Executive Director

June 30, 2009

TO: Municipalities  
School and Village Districts  
Counties

SUBJECT: **EMPLOYER NORMAL CONTRIBUTION RATES - REVISED**  
**EFFECTIVE JULY 1, 2009 – JUNE 30, 2011**

House Bill 2 (HB2) has modified RSA 100-A:16, II, (b) and (c) changing the contribution percentage funded by local employers and the State from a 65/35% cost sharing of total contributions to 70/30% in fiscal year 2010 and 75/25% in fiscal year 2011. Commencing with fiscal year 2012, the contribution rate will revert to 65/35%. HB2 also revises the calculation of the Medical Subsidy employer rate for Group I employees.

In accordance with Sections 55 and 56 of HB2, the provisions of RSA 100-A:16, III and the June 30, 2007 Actuarial Valuation, the Board of Trustees, through authority granted to the Executive Director at the June 9, 2009 meeting of the Board, hereby confirms the following revisions to the certified employer rates of contribution due the System commencing July 1, 2009. The following employer normal contribution rates are effective for the biennium beginning July 1, 2009 and ending June 30, 2011. In view of the fact that employer contribution rates are changing from the current rates payable, and in order to minimize the need for correcting entries, NHRS respectfully requests that Employers ensure that the new rates are implemented for those salaries paid after July 1, 2009.

**EMPLOYER NORMAL CONTRIBUTION RATES**  
**EFFECTIVE JULY 1, 2009 – JUNE 30, 2010**

<u>GROUP I</u>		<u>Pension Percentage</u>	<u>Medical Subsidy Percentage</u>	<u>Total Employer Percentage</u>
Employees		9.09%	0.07%	9.16%
Teachers	-Employer Contribution	6.57%	0.92%	7.49%
	-State Contribution	<u>2.81%</u>	<u>0.40%</u>	<u>3.21%</u>
	Total	9.38%	1.32%	10.70%
<u>GROUP II</u>				
Police	-Employer Contribution	12.14%	1.52%	13.66%
	-State Contribution	<u>5.20%</u>	<u>0.65%</u>	<u>5.85%</u>
	Total	17.34%	2.17%	19.51%
Fire	-Employer Contribution	15.76%	1.52%	17.28%
	-State Contribution	<u>6.76%</u>	<u>0.65%</u>	<u>7.41%</u>
	Total	22.52%	2.17%	24.69%

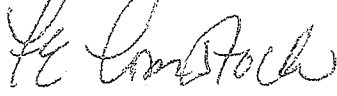


To: Cities and Towns, School Districts, SAUs, County Governments

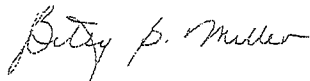
From:



John B. Andrews, Executive Director, NHMA/NHLGC



Dr. Theodore E. Comstock, Executive Director, NHSBA



Betsy B. Miller, Executive Director/Government Relations Counsel, NHAC

Date: July 9, 2009

Re: Proposed Article 28-a Lawsuit Against the State

By now, we all have had time to assess the serious financial impact that the 2010-11 state budget will have on our municipal, county, and school budgets. The Legislature downshifted over \$100 million in state costs to local governments in order to use that "saved" money to fund state agencies and programs.

One of these "downshifts" was to arbitrarily reduce the State's share of the employers' retirement contribution for Group I teachers and Group II police and firefighters. Starting July 1, 2009, the State's retirement contribution drops from 35% to 30% and then drops again to 25% next July when the 2011 state fiscal year starts. Local governments must now pay what the State has decided not to pay. It will cost your property taxpayers \$9 million in the first year and \$18 million next year for a total of \$27 million for the biennium...an amount which many local governments have not budgeted.

And, it's only going to get worse. The Legislature doesn't replace money it has previously taken away from local governments. While the budget legislation says that the State will resume paying its 35% share when this biennium ends, we believe that the Legislature intends to gradually eliminate its contribution altogether, leaving local governments with 100% of the obligation. We believe that we must fight back. We believe that it is time to challenge these decisions.

In 1967, the State created the New Hampshire Retirement System for public employees. While the historical details are a bit cloudy, what is clear is that at various points the State agreed to pay a portion of the local government employer contributions for teachers, police, and firefighters. What is also clear is that before 1984, the State agreed to a contribution of 35% and that's where it's been ever since, until this budget year.

As you know, in 1984, the citizens of New Hampshire voted to amend our State Constitution by adding Article 28-a. A copy of the amendment is attached with this letter. Since then, the NH Supreme Court has considered two factors when deciding that a state action violates Article 28-a. The court has said that it "*must find both the existence of a new, modified, or expanded program or responsibility and an additional fiscal obligation.*" Both of these criteria are clearly present in the legislative decision to reduce the State's financial obligation to pay its share of the employers' retirement contribution in violation of its long-standing pre-1984 promise to local governments.

The NH Retirement System has notified local governments that in mid-August they must begin to pay the additional money they owe for employees because the State reduced its contribution share. We are recommending that you pay the amount owed, but do so **under protest**. Attached is suggested language to include in a letter to NHRS when payment is made. This language will help preserve your right to sue the State for violating Part I Article 28-a of the State Constitution and to recover these additional contributions.

Last year, we established a legal fund to be prepared to fight unconstitutional retirement mandates adopted by the Legislature. We asked for a contribution equal to one-half of one percent of what each local government paid into the NHRS on behalf of local employees with a minimum of \$50 from very small employers. We estimated that \$500,000 would be needed, but we have not yet reached that goal.

Now, we have a clear and significant 28-a case. We plan to start legal proceedings against the State as soon as possible in order to challenge this unconstitutional action and stop the downshifting of state responsibilities to local governments. We are asking you to contribute one-half of one percent of what you paid to the NHRS in fiscal year 2007 as the employer's contribution for your employees. The minimum contribution for small employers would still be \$50. We are attaching a response form that shows your contribution to this important effort. We need every local government to contribute. With full participation from everyone, we will have what we need to fund this legal challenge and pursue it to the NH Supreme Court.

There will be a steering committee of local officials to oversee the lawsuit and the expenditure of funds. This committee will include representatives of cities, towns, school districts, and counties. At the conclusion of this action, if there are any unexpended funds, they will be returned to participating political subdivisions on a pro-rated basis.

This is an important crossroad in the relationship between the State and local governments. Every year, the financial downshifting increases. Revenue sharing with municipalities, Medicaid reimbursements to counties, and catastrophic aid to schools have all been eliminated or changed by a decision of the Legislature. We must take a stand and put the State on notice that the property taxpayer can no longer be the State's credit card when it needs revenue to pay for programs and services. Local government employers must be pro-active now in order to avoid more downshifting in the future. We urge your support and participation in this legal action against the State. We welcome any questions you might have in this regard. Please return the enclosed form to NHMA as soon as possible.

Thank you, in advance, for your participation and support.

Suggested Language for Payment Under Protest to NHRS  
~for inclusion in cover letters with checks or  
in a separate letter if payment is made electronically ~

Please be advised that it is the position of [name of municipality/school district/county] that the increases in the employer contribution rates for Group I and/or Group II employees, as the case may be, from 65 percent to 70 percent in fiscal year 2010 and 75 percent in fiscal year 2011, under the amendments to RSA 100-A:16, II (b) and (c) contained in HB 2 (Laws 2009, Ch. 144), violate New Hampshire Constitution, Part I, Article 28-a. Therefore, that portion of the enclosed payment that is attributable to an increase in the employer's contribution rate above 65 percent is hereby paid under protest. We demand that the New Hampshire Retirement System account properly for the sum paid under protest and be prepared to reimburse us for that sum, with interest, at such time as a court of competent jurisdiction rules that the collection of said sum was in violation of Article 28-a.

NHMA  
7/09

\*\*\*\*\*

New Hampshire Constitution  
Part I, Article 28-a

[Art.] 28-a. [Mandated Programs.] The state shall not mandate or assign any new, expanded or modified programs or responsibilities to any political subdivision in such a way as to necessitate additional local expenditures by the political subdivision unless such programs or responsibilities are fully funded by the state or unless such programs or responsibilities are approved for funding by a vote of the local legislative body of the political subdivision.

*November 28, 1984*

# ***N. H. Municipal Association***

PO Box 617, Concord, NH 03302 ▪ (603) 224-7447

## Response Form Re: Mandate Litigation

Yes, we want to be part of the litigation against additional retirement costs.

City, Town, County,

School District, SAU: Sullivan County

Primary Contact Person: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Please include name, title, address, and e-mail address. This person will receive notice for contribution, information on the progress of litigation, and any other information regarding the lawsuit.)

Contribution Amount: \$2,619.78

Check enclosed \_\_\_\_\_

Checks should be made **payable to the NH Municipal Association**. Please return this completed form and contribution amount in the enclosed envelope.

Thank you...

U.S. DEPARTMENT OF ENERGY  
ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM (EECBGP)

**Appeal Form**

I. Appellant

Please state the name of the appellant and point(s) of contact, including address(es), phone number(s), fax number(s), and e-mail address(es):

II. Eligibility to Appeal

Is the appellant a unit of local government, identified in the U.S Census Bureau's 2007 Edition of the Governments Integrated Directory?

☐ YES

☐ NO

Please provide a description of your geographic boundaries (including citations of any statute, ordinance or other legal authority), governance structure and governing body (including whether elected or appointed), and a full description of all functional responsibilities:

III. Basis for Denial

The appellant believes DOE denied the local unit of government eligibility for the EECBGP based upon:

- ☐ A determination that it is incapable of carrying out activities set forth in Title V, Subtitle E of the Energy Independence and Security Act of 2007, P.L. 110-140 (EISA);
- ☐ An adjustment to its population as the result of a determination that another entity that is located within its borders is capable of carrying out activities set forth in Title V, Subtitle E of EISA;
- ☐ Upon 2007 Census data that was corrected by the U.S. Census Bureau, but the correction was not reflected in the Department's determination of eligibility; or
- ☐ Other. Please explain:

IV. Statement Contesting Denial

The appellant believes that the denial of eligibility is:

- ☐ Erroneous;
- ☐ Not supported by the whole record;
- ☐ Arbitrary and capricious; or
- ☐ Other. Please explain:



In the following space, please concisely state the reasons supporting eligibility for the EECBGP. Attach additional pages, if necessary, as well as supporting documentation.

V. Conference or Hearing Request

Is the appellant requesting a conference or hearing relating to its appeal?

☐ YES

☐ NO

VI. Certification

I certify that, to the best of my knowledge and belief, the above facts and supporting documentation are true and accurate.

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

VII. Submission to the Office of Hearings and Appeals (OHA)

Appellants may submit this form, with attachments, in any of the following ways:

- 1) E-mail them to:

OHA.filings@hq.doe.gov

- 2) Mail them to:

Office of Hearings and Appeals  
U.S. Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585-1615

- 3) Hand-deliver them, within the hours 1:30 to 4:00 p.m., at the following location:

Office of Hearings and Appeals  
Room 7117  
950 L'Enfant Plaza, SW  
Washington, DC 20585

of the protest or intervention to the Federal Energy Regulatory Commission, 888 First Street, NE., Washington, DC 20426.

This filing is accessible on-line at <http://www.ferc.gov>, using the "eLibrary" link and is available for review in the Commission's Public Reference Room in Washington, DC. There is an "eSubscription" link on the Web site that enables subscribers to receive e-mail notification when a document is added to a subscribed docket(s). For assistance with any FERC Online service, please e-mail [FEROnlineSupport@ferc.gov](mailto:FEROnlineSupport@ferc.gov), or call (866) 208-3676 (toll free). For TTY, call (202) 502-8659.

*Comment Date:* 5 p.m. Eastern Time on July 6, 2009.

**Kimberly D. Bose,**  
Secretary.

[FR Doc. E9-14792 Filed 6-23-09; 8:45 am]

BILLING CODE 6717-01-P

## DEPARTMENT OF ENERGY

### Federal Energy Regulatory Commission

[Docket No. OR09-11-000]

#### BP West Coast Products LLC Complainant v. Calnev Pipe Line, L.L.C. Respondent; Notice of Complaint

June 17, 2009.

Take notice that on June 15, 2009, pursuant to section 206 of the Rules and Practice and Procedure of the Federal Energy Regulatory Commission (Commission), 18 CFR 385.206, section 343.2 of the Procedural Rules applicable to oil pipeline proceedings, 18 CFR 343.2, sections 1(5), 8, 9, 13, 15, and 16 of the Interstate Commerce Act, 49 USC App. 1(5), 8, 9, 13, 15, and 16 (1988), and section 1803 of the Energy Power Act of 1992, BP West Coast Products LLC (Complainant) filed a formal complaint against Calnev Pipe Line, L.L.C. (Respondent) seeking an audit of the Respondent's 2007 and 2008 FERC Forms 6 in connection with the Respondent's 2009 index rate increases to become effective July 1, 2009.

The Complainant certifies copies of the complaint were served on both the counsel for the Respondent and the contacts of the Respondent listed on the Commission's list of Corporate Officials.

Any person desiring to intervene or to protest this filing must file in accordance with Rules 211 and 214 of the Commission's Rules of Practice and Procedure (18 CFR 385.211, 385.214). Protests will be considered by the

Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Any person wishing to become a party must file a notice of intervention or motion to intervene, as appropriate. The Respondent's answer and all interventions, or protests must be filed on or before the comment date. The Respondent's answer, motions to intervene, and protests must be served on the Complainants.

The Commission encourages electronic submission of protests and interventions in lieu of paper using the "eFiling" link at <http://www.ferc.gov>. Persons unable to file electronically should submit an original and 14 copies of the protest or intervention to the Federal Energy Regulatory Commission, 888 First Street, NE., Washington, DC 20426. This filing is accessible on-line at <http://www.ferc.gov>, using the "eLibrary" link and is available for review in the Commission's Public Reference Room in Washington, DC. There is an "eSubscription" link on the Web site that enables subscribers to receive e-mail notification when a document is added to a subscribed docket(s). For assistance with any FERC Online service, please e-mail [FEROnlineSupport@ferc.gov](mailto:FEROnlineSupport@ferc.gov), or call (866) 208-3676 (toll free). For TTY, call (202) 502-8659.

*Comment Date:* 5 p.m. Eastern Time on July 6, 2009.

**Kimberly D. Bose,**  
Secretary.

[FR Doc. E9-14791 Filed 6-23-09; 8:45 am]

BILLING CODE 6717-01-P

## DEPARTMENT OF ENERGY

### Office of Energy Efficiency and Renewable Energy

#### Energy Efficiency and Conservation Block Grant Program

**AGENCY:** Department of Energy (DOE).  
**ACTION:** Notice.

**SUMMARY:** DOE is announcing an appeals process for eligibility determinations published in the funding opportunity announcement issued under the Energy Efficiency and Conservation Block Grant (EECBG) program. This notice specifies the issues that can be appealed, the process for filing an appeal, and the procedure applicable to adjudicate such appeals. All appeals will be reviewed by the DOE Office of Hearings and Appeals (OHA). The deadline for submitting an appeal with OHA is 30 days following the publication of this notice.

**DATES:** All appeals must be filed, as described in the **SUPPLEMENTARY INFORMATION** section of this notice, no later than July 24, 2009.

**FOR FURTHER INFORMATION CONTACT:** For questions regarding the EECBG Program contact EERE's Information Center, at <http://www1.eere.energy.gov/informationcenter/>, or call toll-free at 1-877-EERE-INFO (1-877-337-3463), between 9 a.m. and 7 p.m. EST, Monday through Friday.

For questions regarding the EECBG appeals process contact Fred L. Brown, Deputy Director, Office of Hearings and Appeals, 1000 Independence Ave., SW., Washington, DC 20585-0107, (202) 287-1545, [Fred.Brown@hq.doe.gov](mailto:Fred.Brown@hq.doe.gov).

## SUPPLEMENTARY INFORMATION:

### I. Background

The Energy Independence and Security Act of 2007 (EISA) established the Energy Efficiency and Conservation Block Grant (EECBG) Program, which provides, in part, for a direct formula grant program for States, eligible units of local government, and Indian Tribes. (42 U.S.C. 17151-17158) On April 15, 2009, DOE published in the **Federal Register** formulas for allocation of direct grants under the EECBG Program. 74 FR 17461. DOE also published a funding opportunity announcement that identified the "eligible units of local government," Funding Opportunity Number: DE-FOA-0000013, Amendment 00003 (available at: <http://www.eecbg.energy.gov/>).

For the purpose of the EECBG program, an "eligible unit of local government" was defined by EISA to be a city or county that met population thresholds specified in statute. (42 U.S.C. 17151) Further, to be defined as an "eligible unit of local government," DOE determined that a geographical subdivision also must have a functional government with responsibilities and jurisdiction capable of implementing the broad range of programs identified by EISA. EISA specifically enumerated the following activities as activities that achieve the purpose of the EECBG Program—

(1) Development and implementation of an energy efficiency and conservation strategy as required by EISA;

(2) Retaining technical consultant services to assist the eligible entity in the development of such a strategy, including—

(A) Formulation of energy efficiency, energy conservation, and energy usage goals;

(B) Identification of strategies to achieve those goals—

(i) Through efforts to increase energy efficiency and reduce energy consumption; and

(ii) By encouraging behavioral changes among the population served by the eligible entity;

(C) Development of methods to measure progress in achieving the goals;

(D) Development and publication of annual reports to the population served by the eligible entity describing the goals and progress in achieving the goals;

(E) Other services to assist in the implementation of the energy efficiency and conservation strategy;

(3) Conducting residential and commercial building energy audits;

(4) Establishment of financial incentive programs for energy efficiency improvements;

(5) The provision of grants to nonprofit organizations and governmental agencies for the purpose of performing energy efficiency retrofits;

(6) Development and implementation of energy efficiency and conservation programs for buildings and facilities within the jurisdiction of the eligible entity, including—

(A) Design and operation of the programs;

(B) Identifying the most effective methods for achieving maximum participation and efficiency rates;

(C) Public education;

(D) Measurement and verification protocols; and

(E) Identification of energy efficient technologies;

(7) Development and implementation of programs to conserve energy used in transportation, including—

(A) Use of flex time by employers;

(B) Satellite work centers;

(C) Development and promotion of zoning guidelines or requirements that promote energy efficient development;

(D) Development of infrastructure, such as bike lanes and pathways and pedestrian walkways;

(E) Synchronization of traffic signals; and

(F) Other measures that increase energy efficiency and decrease energy consumption;

(8) Development and implementation of building codes and inspection services to promote building energy efficiency;

(9) Application and implementation of energy distribution technologies that significantly increase energy efficiency, including—

(A) Distributed resources; and

(B) District heating and cooling systems;

(10) Activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency;

(11) The purchase and implementation of technologies to reduce, capture, and, to the maximum extent practicable, use methane and other greenhouse gases generated by landfills or similar sources;

(12) Replacement of traffic signals and street lighting with energy efficient lighting technologies, including—

(A) Light emitting diodes; and

(B) Any other technology of equal or greater energy efficiency;

(13) Development, implementation, and installation on or in any government building

of the eligible entity of onsite renewable energy technology that generates electricity from renewable resources, including—

(A) Solar energy;

(B) Wind energy;

(C) Fuel cells;

(D) Biomass; and

(14) Any other appropriate activity, as appropriately determined by the Secretary of Energy.

(42 U.S.C. 17154)

Therefore, for the purpose of the EECBG Program, DOE defined “eligible unit of local government” as a city or county that—

- Is listed in the U.S. Census Bureau’s 2007 Edition of the Governments Integrated Directory (2007 GID) as a currently incorporated entity;

- Meets the required population threshold according to the Population Estimates Program 2007 population estimates (including successful challenges to these estimates) published by the U.S. Census Bureau;

- Is identified by the 2007 Census of Governments as having a governance structure consisting of an elected official and governing body; and (perhaps most particularly)

- Has a governing structure, as indicated by the 2007 Census data, with the capabilities and jurisdiction necessary to carry out the broad range of EECBG programs.

In determining population, DOE used the Census 2007 Population Estimates Program population estimates with updates to reflect challenges to the 2007 population estimates submitted to and accepted by the Census Bureau. The list of successful challenges can be found at [http://www.census.gov/popest/archives/2000s/vintage\\_2007/07s\\_challenges.html](http://www.census.gov/popest/archives/2000s/vintage_2007/07s_challenges.html).

For the purposes of the EECBG program, DOE included the following clarifications to the records used to calculate which cities were “eligible units of local government:”

- In the Commonwealth of Puerto Rico, Municipios were treated as cities. Though designated as counties by the Census, governments of Municipios have the functionality of city governments.

- Towns, townships and boroughs listed as incorporated Places tabulated by the U.S. Census Bureau for the Department of Housing and Urban Development’s Community Development Block Grant Program were treated as cities. The governments of these places have the functionality of city governments.

- For those populations residing in one incorporated place that is within the geographic boundary of another incorporated place, DOE credited the

population to the first incorporated place. For example, for a town listed in the 2007 GID as an incorporated entity that has within its geographic boundaries a village listed in the 2007 GID, the village population was subtracted from the town population. DOE assumed that an entity listed as incorporated by the 2007 GID has a functional government with responsibilities and jurisdiction capable of implementing the broad range of programs identified by EISA. Therefore, DOE subtracted the population of the village from the total population of the town in which the village is located to avoid double-counting of populations.

- A consolidated or unified city-county government in which a city and a county overlap geographically and govern as one consolidated government was considered by DOE as an eligible city. City-county governments have the functionality of city governments.

74 FR 17462. As indicated previously, to be defined as an “eligible unit of local government,” DOE determined that a geographical subdivision must have the requisite population, but also must have a functional government with responsibilities and jurisdiction capable of implementing the broad range of programs identified by EISA. Some counties, for example, are vested with no governmental authority whatsoever.

In determining whether particular county governments have the types of functions and authority necessary to support the programs EISA directs DOE to fund, DOE relied on the 2007 Census of Governments, published by the U.S. Census Bureau. A county that has the requisite population, but has an associated government that, as described by the 2007 Census of Governments, has “relatively few [governmental] responsibilities,” or an equivalent evaluation, was understood to lack the government functions and authority necessary to discharge the energy efficiency and conservation programs and projects identified by EISA. Such local entities with limited responsibilities are not units of local “government” for the purpose of defining eligibility under the EECBG Program.

Additionally, EISA distinguishes between cities that are eligible units of local government and counties that are eligible units of local government. Consistent with the EISA distinction, DOE distinguished the population of a city that met the requisite population threshold for an eligible unit of local government from the population of the county in which that city is situated. For the purpose of the EECBG Program, DOE removes the population of an

## U.S. DEPARTMENT OF ENERGY ESTIMATES FOR ENERGY EFFICIENCY & CONSERVATION BLOCK GRANTS TO N.H. COUNTIES

These numbers are entirely formula-based and are based on estimating the population of the county excluding any other jurisdiction (like a town or city in the county) that is receiving its own allotment.

County	Est. Amount
Rockingham	\$ 1,960,000.00
Hillsborough	\$ 630,000.00
Merrimack	\$ 428,000.00
Grafton	\$ 378,000.00
Cheshire	\$ 326,000.00
Strafford	\$ 250,000.00
Belknap	\$ 257,000.00
Carroll	\$ 200,000.00
Sullivan	\$ 175,000.00
Coos	\$ 138,000.00
<b>Total</b>	<b>\$ 4,742,000.00</b>



Here are the allocations to the state and the towns:

Name	Government Level	Allocation
New Hampshire	State Energy Office	\$9,593,500
Concord	City	\$203,800
Derry, Town of	City	\$133,200
Dover	City	\$123,400
Hudson, Town of	City	\$104,500
Londonderry, Town of	City	\$106,200
Manchester	City	\$1,049,400
Merrimack, Town of	City	\$116,400
Nashua	City	\$834,900
Rochester	City	\$126,500
Salem, Town of	City	\$131,100

**SULLIVAN COUNTY**  
**INSTRUCTIONS FOR APPLICANT ORGANIZATIONS**

**A. GENERAL INFORMATION**

1. Please return this application by: **MARCH 20, 2009, FRIDAY, 4 PM.**
2. Twelve copies of all forms must be returned on white paper.
3. Other similar forms may be used to substitute for Form 2 (statistics), Form 3 (goals/objective), and Form 4 (budget). If other forms are used, they must contain all requested information in a clear and understandable format.
4. County grant funds will **NOT** be used for any type of administrative services without the approval of the County Commissioners and the Executive Finance Committee.
5. **Under no circumstances** should County grant funds be used for meals, alcohol and conferences.
6. **This application must be fully completed or it will not be considered.**

**B. SUPPORT MATERIAL: One copy of the following material must be included:**

- ☐ Names & addresses of all board members, offices.
- ☐ Current and proposed salary schedule for all employee positions for the current fiscal year and the proposed fiscal year.
- ☐ Detailed budget profile showing actual income and expenses for the past completed fiscal year.
- ☐ Detailed budget profile for the current fiscal year showing total budget for the year, actual income and expenses to date, accounts receivable and payable, and fund balance.
- ☐ Narrative statement explaining significant differences (if any) between current and proposed budgets.
- ☐ Copy of your tax exempt status letter from the Department of Treasury if not already on file at the County Office.
- ☐ Copy of your most recent financial audit.
- ☐ Organization chart.
- ☐ Organizational mission statement.
- ☐ Narrative statement explaining the specific use(s) of the County grant funds.

**SULLIVAN COUNTY COMMISSIONERS**  
**14 MAIN STREET**  
**NEWPORT NH 03773**

**PROPOSAL FORM 1**

1. ORGANIZATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_
2. YOUR ORGANIZATION'S FISCAL YEAR: FROM: \_\_\_\_\_ To: \_\_\_\_\_
3. DATE YOUR ORGANIZATION WAS FORMALLY FORMED: \_\_\_\_\_
4. ARE YOUR FINANCES AUDITED? \_\_\_\_\_ LAST FISCAL YEAR AUDITED:  
BY WHOM? \_\_\_\_\_
5. WHAT IS YOUR IRS TAX EXEMPT NUMBER? \_\_\_\_\_
6. YOUR PREVIOUS 3 YEAR'S REQUESTS & ALLOCATIONS FROM SULLIVAN COUNTY:

YEAR	AMOUNT REQUESTED	AMOUNT ALLOCATED

7. Please list all programs operated by our agency in the lettered space below. Please be consistent and maintain the same letter for the same program throughout this proposal. Also indicate the amount of money you are receiving this year and requesting next year from Sullivan County for each program.

	PROGRAM	RECEIVING THIS YEAR	REQUESTING FOR NEXT YEAR
A.			
B.			
C.			
D.			
E.			
F.			
TOTAL			

# SULLIVAN COUNTY

## PROPOSAL FORM 2

**1. ORGANIZATION:**

**2. Please indicate all towns (inside and outside Sullivan County) where your programs are available and the number of people served by town and program during the past year.**

Towns / city		NUMBER OF PEOPLE SERVED BY PROGRAM(s)					
		a	b	c	d	e	f
Acworth							
Charlestown							
Claremont							
Cornish							
Croydon							
Goshen							
Grantham							
Langdon							
Lempster							
Newport							
Plainfield							
Springfield							
Sunapee							
Unity							
Washington							

**3. Does your organization serve the entire county?**

**4. What other organizations(s) provide(s) similar programs in the county?**



**SULLIVAN COUNTY**  
**INSTRUCTIONS - PROPOSAL FORM 3**  
**INSTRUCTIONS FOR GOAL AND OBJECTIVE CHART**

Please complete a Goals and Objectives chart for each program for which County funds are requested. Language should be clear and understandable. Refrain from using jargon familiar to your program only. *An example is shown on page six.*

A goal is the end result that the program is trying to achieve. It is a description of the intended change in a condition/situation or its effects on people.

An objective is a short-term accomplishment to bring about the goal. Objectives are:

- Quantifiable/measurable
- Time referenced
- Realistic/attainable
- Specific
- Compatible with goal

The purpose of having goals and objectives are to help:

- Identify and define desired changes and improvements, not simply continuance of status quo.
- Make possible clear definitions of accountability.
- Make possible measurement of program and organizational effectiveness.
- Focus attention on end results rather than activity.
- Stimulate creative thinking.
- Provide a sense of direction.
- Provide a basis for rational utilization of scarce resources.

**SULLIVAN COUNTY**  
**PROPOSAL FORM 3**  
**GOAL AND OBJECTIVE CHART**

**ORGANIZATION:** \_\_\_\_\_ **PROGRAM:**

**PROGRAM GOAL:**

PROGRAM OBJECTIVES NEXT (APPLICATION) YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS TO DATE THIS YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS LAST YEAR FY

# SULLIVAN COUNTY COMMISSIONERS

## PROPOSAL FORM 3

### GOAL AND OBJECTIVE CHART

ORGANIZATION: \_\_\_\_\_ PROGRAM:

PROGRAM GOAL:

PROGRAM OBJECTIVES NEXT (APPLICATION) YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS TO DATE THIS YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS LAST YEAR FY
<p>1. <i>To serve one home meal per day 5 days per week, to an average of 35 home bound people during the year (9100 meals)</i></p> <p>2. <i>To telephone daily by volunteers all known and verified isolated, home-bound people in order to ensure their safety during the program year. (12 individuals, 12 volunteers, 4368 telephone calls anticipated)</i></p>	<p><i>Same objective for 32 people. Served average of 30 people per day in first 2 months of FY 95.</i></p> <p><i>Same objective for 6 people/volunteers/2190 calls. Service started in Dec. 1994, 6 volunteers recruited, 2 people enrolled.</i></p>	<p><i>Same objective for 28 people (7280 meals). 7300 meals actually serviced.</i></p> <p><i>Service not provided</i></p>

PROPOSED BUDGET FOR FISCAL YEAR 20__		GRAND TOTAL	MANAGEMENT & SUPPORT	PROGRAM TOTAL	PROGRAMS					
BY PROGRAM & MANAGEMENT		1	2	3	A	B	C	D	E	F
<b>REVENUES</b>										
1	Sullivan County									
2	Government Grant:									
3	Government Grant:									
4	Government Grant:									
5	Client Paid Fees									
6	Fees Paid By Other Than Client									
7	United Way									
8	Foundations									
9	Sale of Material									
10	Contributions, Dues, Special Events									
11	Investment Income									
12	Other:									
13	TOTAL REVENUE (Add 1 through 12)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENSES</b>										
14	Salaries									
15	Employee Benefits									
16	Payroll Taxes									
17	Professional Fees									
18	Supplies									
19	Telephone									
20	Postage									
21	Occupancy									
22	Equipment									
23	Printing									
24	Travel									
25	Conferences, Meetings									
26	Insurance									
27	Staff Development									
28	Other:									
29	TOTAL EXPENSES (Add 14 through 28)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	MANAGEMENT EXPENSES (line 29, col. 2) Distributed To Programs									
31	GRAND TOTAL: PROGRAM EXPENSES (Total Lines 29 and 30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SULLIVAN COUNTY**  
**PROPOSAL FORM 5**

If funding is allocated by Sullivan County, we agree to supply the following:

1.     \_\_\_     Quarterly financial statements including total budget, year-to-date expenses and revenue, and fund balance;
2.     \_\_\_     Quarterly statistical program report;
3.     \_\_\_     A written update of any major program, staff, or financial change.

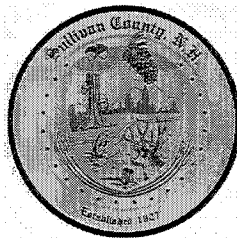
We understand that funding from Sullivan County is contingent upon appropriation by vote of the County Delegation and subject to the above terms. The County fiscal year is July 1 to June 30.

We understand approved payments will be made quarterly, contingent on the County receiving specific documentation from our program that indicates said funds were used to substantiate specific programs.

We also understand approved quarterly payments will be released upon receipt of a bill from our organization and that the fourth quarter invoice and documentations is received by the Commissioners Office within the fiscal year end, June 31, 2010.

\_\_\_\_\_  
SIGNATURE AND TITLE OF PERSON PREPARING THIS PROPOSAL     DATE

\_\_\_\_\_  
SIGNATURE OF BOARD CHAIR OR PRESIDENT                             DATE



## **Grant Application Process**

Thank you for expressing your interest in attaining a Sullivan County grant application. As indicated in our recent ad, the deadline for the applications is 4:00 p.m., Friday, March 20, 2009.

All organizations who have submitted a completed application will have an interview with the Board of Commissioners, the Executive Finance Committee of the Sullivan County Delegation and the County Administrator. We will advise you of your appointment in writing.

During your interview, you will have the opportunity to provide a brief overview of the program and your organization. The panel may require additional information. Any material requested, should be submitted promptly.

County grants are just one part of the County budget. Once the interviews are completed, and the Board of Commissioners has reviewed the County Administrator's recommendations for the entire County budget; a Public Hearing will be held to present the Board of Commissioners budget to the Full Sullivan County Delegation. This hearing will be posted at least three days in advance.

The Delegation reviews and then deliberates the budget during their County Convention, with the final budget decisions published in the Eagle Times. Additionally, you will be notified by mail.

Please contact the Commissioners' Office 863-2560 if you have any questions.

Rejection letter



## SULLIVAN COUNTY

*Serving the communities of:*

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,  
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

July 2, 2009

**Commissioners Office**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

**County Manager**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [manager@sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

**Dept. of Corrections**  
103 County Farm Rd.  
Claremont, NH 03743  
Tel. (603) 542-8717  
Fax. (603) 542-4311  
E-mail: [doc@sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

**Facilities & Operations Dept.**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 230  
Fax. (603) 542-2829  
E-mail: [facilities@sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

**Human Resources**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext. 286  
Fax. (603) 542-9214  
E-mail: [humanresources@sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

**Human Services**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 210  
Fax. (603) 542-9214  
E-mail: [humanservices@sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

**Sullivan County Health Care**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511  
Fax. (603) 542-9214  
E-mail: [nursinghome@sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

Re: FY10 County Budget  
\$10,000 Grant Request

Dear [REDACTED]:

We appreciate your time and effort in submitting a County grant application and providing insight into the project and your organization for the interview committee.

*Your request has been denied*  
After reviewing your application, the Delegation denied your request.

Should you have any questions, please do not hesitate to send inquiries to:

Sullivan County Delegation  
FY 10 County Grant Applications  
14 Main Street  
Newport NH 03773

Sincerely,

A handwritten signature in cursive script, appearing to read "Sharon".

Sharon Johnson-Callum  
Administrative Assistant

Cc: Board of Commissioners  
County Administrator  
Delegation

*7/16/09 suggested*

# Acceptance Letter.

July 1, 2009

Community Alliance of Human Services  
Transportation Services Division  
Lisa M. Paquette, Director  
PO Box 689  
Claremont NH 03743

Re: Sullivan County FY '10 Budget  
\$40,000 Grant Request

Dear Ms. Paquette:

On June 26, 2009 the Sullivan County Board of Delegates ratified the proposed FY '10 County budget. With the passing of the FY '10 budget, **\$35,000** was approved in County grant funds for your program. Congratulations!

Throughout the fiscal year, it will be your agency's responsibility to request these funds on a **quarterly** basis (\$8,750 per Quarter) in writing, after the close of each quarter by sending an invoice, along with the program statistical and financial documents (noted below), to:

**Sharon Johnson-Callum**  
**Sullivan County Commissioners' Office**  
**14 Main Street**  
**Newport NH 03773**

Please send your fourth quarter (Apr/May/Jun 2010) invoice prior to Friday, June 25, 2010, as at the end of the fiscal year, June 30, 2010, unused funds remaining will no longer be available for disbursement.

Periodic updates are expected from your organization, as noted in the application as follows:

1. Quarterly financial statements including total budget, year-to-date expenses and revenue, and fund balance;
2. Quarterly statistical program report;
3. A written update of any major program, staff, or financial change.

Failure to submit these requested items may affect any future requests.



It has been a pleasure working with you. Should you have any questions, please don't hesitate to contact our office Monday through Friday, 8:00 a.m. to 4:00 p.m.

Sincerely,

Sharon Johnson-Callum  
*Administrative Assistant*

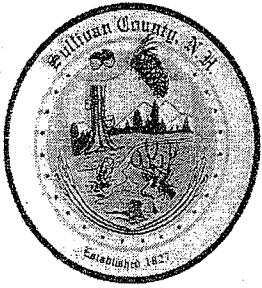
Cc: Board of Commissioners  
County Administrator  
County Delegation

*PUBLIC NOTICE AD*

**"The Sullivan County NH Board of Commissioners are preparing for the FY '10 budget. County grant applications are now available for any non-profit organization that serves the entire county. Applications are available at the County website: [www.sullivancountynh.gov](http://www.sullivancountynh.gov) on the "Grants Program" page or at the Commissioners Office, 14 Main Street, Newport NH between 8 AM to 4 PM Monday through Friday.**

**To be considered for a grant, applications must be returned no later than Friday, March 20, 2009 before 4 PM. For additional information, please feel free to contact Sharon Johnson-Callum at the office below:**

**Sullivan County Commissioners Office  
14 Main Street  
Newport NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
Email: [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)**



Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Intra-Department Memorandum

From: Superintendent R. L. Cunningham

Date: 7/16/09

Subject: Request to Waive Bidding Requirement At:

To: Sullivan County Board of Commissioners

---

Dear Commissioners:

As previously discussed, there are areas where it would be beneficial to sole source on projects from Phase I to Phase II.

I have attached a bid for the electronic security system and hardware from KNE for Phase II (new build). I believe that sole sourcing this aspect of Phase II will be beneficial for the following reasons:

1. Warranty and tech support continuity between existing facility and new facility.
2. Efficiencies gained using sole source between phases: vendor can order according to current security specifics-do not have to re-create needs.
3. Ease of use having same vendor for future contact issues. Timeliness and connectivity can flow without interruption.

Your consideration of this request is greatly appreciated.

Sincerely,

Supt. Ross L. Cunningham

RLC/kba

Attachments (1)

---

# KNE CORPORATION

99 AIRPORT ACCESS ROAD, NORWOOD, MASSACHUSETTS 02062

Revision #2

TELEPHONE: 781-762-8344  
FACSIMILE: 781-762-7750  
E-MAIL: [victorknecorp@conversent.net](mailto:victorknecorp@conversent.net)

## PROPOSAL

DATE: 14 July 2009

TO: Sullivan County, New Hampshire

ATTN: Ross Cunningham

FROM: Victor Conklin

RE: Sullivan County Jail

NO. OF PAGES 1 (Including Cover Sheet)

This confirms our proposal pertaining to electronic security system and security hardware at the captioned project. KNE Corporation proposes to furnish and install, except as noted, the following equipment:

- Security locks and door position indicators for 36 doors.
- Magnetic hold-open devices for 4 doors.
- Locking control system to remotely monitor and release 36 locks.
- Local access control (card readers) for 36 locks.
- Ability to release 4 magnetic hold-open devices.
- CCTV cameras at 50 locations.
- Intercom stations at 50 locations.
- Touchscreen workstation at 1 location.
- Testing, commissioning, documentation and training.
- One year warranty.

Your cost:

\$ 307,956.00

### Clarifications:

All system components in the new building will match those in the existing building.

Conduit and wires will be installed by others.

KNE will terminate wires at the equipment rack and all devices included in our scope of work.

### Exclusions:

Union labor, Resident labor, MBE, WBE, storage of materials.

Taxes of any kind.

If you have any questions pertaining to the above, please do not hesitate to call.

7/14/09

Department of Corrections - Policy Review

Commissioners,

Below is a list of all new policies or existing policies with significant changes that need to be read by you. Please let me know if you have any questions. Thank you, Lori

- 1.3.4 Program Director
- 1.3.9 Training Coordinator
- 1.3.16 Booking Officer
- 1.3.17 Substance Abuse Clinician
- ~~1.3.19 Operations Officer~~
- 1.3.20 Community Corrections Officer
- 1.3.22 Unit Manager
- 1.4.1 Training Goals and Objectives
- 1.4.2 Training Standards and Methods
- 1.4.3 Department Training Calendar
- 1.4.4 Staff Training Records
- 1.4.5 Enrollment in Classes and Seminars
- 3.1.11 Transportation of Inmates
- 4.1.4 Citizen Involvement and Volunteers (this is followed by the new handbook)
- 4.1.5 Contractor Access
- 4.5.5 Administration of Epi-Pen Auto Injector
- 4.5.24 Inmate Sick Call
- 5.7.11 Community Corrections Offsite Errands and Furlough Guidelines

Sharon -  
Once each Commissioner  
has had a chance to  
read the new/changed  
policy & signs the  
letter, please send  
all documents back to  
me. I will copy a  
complete set for you &  
send back. Thank,  
Lori